

**MINUTES OF THE REGULAR MEETING
CITY COUNCIL
LITTLE CANADA, MINNESOTA**

June 14, 2023

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 14th day of June, 2023 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor Tom Fischer called the meeting to order at 7:37 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL: Mayor Fischer, Council Members T. Miller, Kwapick, Gutierrez and D. Miller.
Absent: None.

ALSO PRESENT: City Administrator Chris Heineman, Parks & Rec/Community Services Director Bryce Shearen, Community Development Director Corrin Wendell, Public Works Director Bill Dirks, City Engineer Eric Seaburg and City Clerk/HR Manager Heidi Heller.

APPROVAL OF MINUTES

MAY 24, 2023 WORKSHOP AND REGULAR COUNCIL MEETING

T. Miller introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2023-6-66 – APPROVING THE MINUTES OF THE MAY 24, 2023
WORKSHOP AND THE MAY 24, 2023 REGULAR MEETINGS AS SUBMITTED***

The foregoing resolution was duly seconded by D. Miller.
Ayes (5). Nays (0). Resolution declared adopted.

ANNOUNCEMENTS

The City Administrator noted that four members of the Council will be attending the upcoming League of Minnesota Cities conference in Duluth from June 21 – 23, 2023.

PUBLIC COMMENT

Joe Klick, owner of the BP Station on Little Canada Road, stated that he was in the midst of the sale of the station and asked the Council to consider expanding the tobacco licensing to allow for the transition in ownership should that occur. He confirmed that the tobacco limitation would make the gas station unlikely for sale as tobacco sales account for a large portion of the revenue.

PRESENTATIONS

**MINNESOTA RECREATION AND PARK ASSOCIATION AWARD OF EXCELLENCE FOR
INCLUSIVE FARMERS MARKET**

Parks & Rec/Community Services Director introduced the members present tonight for this item noting that the City received an award from MRPA for its farmers market. He stated that the ability to accept SNAP/EBT payments and engagement with youth have made the market more inclusive. He recognized the LRCA for their contributions in funding the Power of Produce program for the City.

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Jared Flewellen, MRPA, presented the Award of Excellence for 2022 to the City of Little Canada. He provided background information on the MRPA and the award program which is meant to recognize cities and their staff for excellence in parks, trails, facilities, programs, and services.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-6-67 – RECEIVING THE MRPA AWARD OF EXCELLENCE FOR THE INCLUSIVE FARMERS MARKET

The foregoing resolution was duly seconded by T. Miller.
Ayes (5). Nays (0). Resolution declared adopted.

SAINT PAUL AREA CHAMBER OF COMMERCE

The City Administrator introduced the members of the Chamber of Commerce present tonight to provide a brief presentation.

Amanda Duerr appreciated the opportunity to be present tonight. Melody Her introduced herself noting that she is a lifelong resident of Little Canada and a current college student. She explained how her internship with Capital Pathways paired her with the Saint Paul Area Chamber of Commerce.

Ms. Duerr reviewed the legislative advocacy priorities of the Chamber and provided additional details on the successes they were able to assist within the realms of public safety, housing, and addressing the benefits cliff. The City Administrator asked if there are other opportunities for members of the Council and/or Commissions to engage with the Chamber. Ms. Duerr provided details on the monthly Chamber Connect events they host along with other programming offered.

CONSENT AGENDA

Kwapick introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-6-68 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Renewal of Tattoo/Body Art Licenses
- Partial Pay Request No. 1 and Change Order No. 1 for 2023 Street Improvement Projects for Minnesota Paving and Materials
- Partial Pay Request No. 3 (Final) for Gervais Mill Park Improvements for Albrecht Company
- Partial Pay Request No. 1 for Pioneer Park Improvements for Albrecht Company
- Approve Electrical Updates in Spooner Park
- Authorize Acquisition of Trail Easement from the Pitrina Park Terrace Homeowners Association

The foregoing resolution was duly seconded by T. Miller.
Ayes (5). Nays (0). Resolution declared adopted.

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STAFF REPORTS

RESOLUTION OF SUPPORT FOR GRANT APPLICATION FOR THE 99 COUNTY ROAD B EAST SENIOR HOUSING DEVELOPMENT PROJECT

The Community Development Director explained tonight the Council is asked to consider providing a letter of support for the applicant to provide a funding request to the Metropolitan Council for their project which consists of 106 units which would be affordable units for seniors. She reviewed some of the proposed project amenities and explained that this project would bring high quality affordable senior housing to the community.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-6-69 – IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT FUNDING AND AUTHORIZING APPLICATION FOR GRANT FUNDS

The foregoing resolution was duly seconded by T. Miller.
Ayes (5). Nays (0). Resolution declared adopted.

RESOLUTION CALLING FOR A PUBLIC HEARING AND PRELIMINARY APPROVAL OF ISSUING REVENUE BONDS FOR RICE AND DEMONT APARTMENTS PROJECT

The Community Development Director explained tonight the Council is asked to consider two actions related to a proposed project of two buildings that would include up to 175 units. She reviewed the proposed range of rents for the different units and noted that this request would include a letter of support and also calling for a public hearing and preliminary approval to issue housing revenue bonds.

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-6-70 – APPROVING A LETTER OF SUPPORT FOR THE PROPOSED MULTI-FAMILY HOUSING PROJECT

The foregoing resolution was duly seconded by D. Miller.
Ayes (5). Nays (0). Resolution declared adopted.

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-6-71 – CALLING FOR A PUBLIC HEARING ON A PROPOSAL FOR A HOUSING FINANCE PROGRAM AND GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF HOUSING FACILITY REVENUE BONDS TO FINANCE A MULTIFAMILY HOUSING PROJECT PURSUANT TO MINNESOTA LAW, AND AUTHORIZING THE PUBLICATION OF A NOTICE OF THE HEARING (RICE & DEMONT APARTMENTS PROJECT)

The foregoing resolution was duly seconded by Fischer.
Ayes (5). Nays (0). Resolution declared adopted.

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LABORE ROAD SIDEWALK STUDY UPDATE

The City Engineer provided an update on the Labore Road sidewalk study. He reviewed background information on Labore Road, the study area, and the timeline for the study. He summarized the input received through the engagement thus far and highlighted the items staff will look into further during the technical analysis. He reviewed the next steps in the process.

Mayor Fischer asked when Labore Road is next scheduled for improvement. The Public Works Director replied that a portion of Labore Road is scheduled for improvement in 2031 and the other portion is scheduled for 2033. The City Administrator asked for clarification on the public engagement that is still scheduled to occur and whether that would be general input or more specific to the options that will be developed. The City Engineer replied that they would be seeking feedback on the options that are developed through the technical analysis portion of the study. He confirmed that depending on the options that are chosen, they could begin implementing some of those items pretty quickly while others would need to have more funding allocated in the future.

T. Miller commented that with the sidewalk section view there appears to be a huge section of grass between the road and sidewalk. She asked if that is required as people may not want to lose that much of their yard. The City Engineer commented that most of the road is rural at this time and in order to maintain that they would need to maintain a ditch between the road and sidewalk or place the sidewalk directly near the road to sheet that drainage off into the ditch on the other side.

Mayor Fischer acknowledged that this is called the sidewalk study, but that may not be the end result. He asked if it was too late in the process to change the name of the study. The City Engineer confirmed that they received similar feedback from the public but were unsure if it would be too late to change the name as people may become confused. He noted that staff could discuss whether it would be appropriate to rebrand this.

PARTICIPATION IN OFFICE OF THE STATE AUDITOR STANDARD MEASURES FOR CITIES PROGRAM

The City Administrator provided background information on this program which began in 2010. He stated that in reviewing this with staff, it seems that participation would be beneficial to the City.

Mayor Fischer commented that he was glad to see that this would be worthwhile for the City to participate in the program and that would be a positive investment in time and effort.

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-6-72 – AUTHORIZING PARTICIPATION IN THE STATE PERFORMANCE MEASUREMENT PROGRAM AND REPORTING RESULTS FOR 2022

The foregoing resolution was duly seconded by D. Miller.
Ayes (5). Nays (0). Resolution declared adopted.

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PURCHASE OF NEW COPIER/PRINTER

The City Clerk explained the copier/printer equipment that is available at City Hall currently. She stated that it is time to purchase new equipment because of the increased maintenance needs. She presented a proposal to replace the two machines at City Hall through Marco which would include ongoing maintenance.

Mayor Fischer asked how old the existing large copier is. The City Clerk replied that it is eight years old. Mayor Fischer asked if the City looked into leasing. The City Clerk confirmed that staff looked into that option, but this was more cost-efficient. D. Miller asked if the monthly charges would be reduced. The City Clerk provided additional details noting that the unlimited pricing would be lower than the average pricing over the past year. The City Administrator noted that this has been included in two or three previous budgets but was not purchased. He stated that if the equipment were purchased during those years, it would not have come before the Council but because it was not included in the 2023 budget, it is before the Council.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2023-6-73 – APPROVING THE PURCHASE OF A SHARP BP70C55
LARGE COPIER/PRINTER/SCANNER AND AN HP E52645 DESKTOP
PRINTER/COPIER FROM MARCO FOR A TOTAL OF \$11,058***

The foregoing resolution was duly seconded by Kwapick.
Ayes (5). Nays (0). Resolution declared adopted.

ADDITIONS

DESIGNATING A SUBSTANDARD BUILDING AT 3006 RICE STREET

The Community Development Director explained that staff has been working with the existing and future property owners for the property at 3006 Rice Street. She stated that the building will be demolished and there is a process to follow because it is a substandard building. She asked that the Council adopt the resolution declaring the building to be substandard and then staff would follow up with Ehlers for the related redevelopment efforts.

T. Miller introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2023-6-74 – FINDING A PARCEL TO BE OCCUPIED BY
STRUCTURALLY SUBSTANDARD BUILDINGS***

The foregoing resolution was duly seconded by Fischer.
Ayes (5). Nays (0). Resolution declared adopted.

COUNCIL REPORTS AND MEETING UPDATES

D. Miller provided an update on recent communications from the Cable Commission and the available survey.

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Mayor Fischer commented that he attended a neighborhood meeting at City Hall the previous week for the proposed Demont and Rice apartment project and provided a summary. He commented that it was a great example of the public providing input to a cooperative developer. He stated that he also attended a recent meeting of the Little Canada Fire Relief Association and provided a summary.

ADJOURN

There being no further business, upon motion by T. Miller, seconded by Kwapick the meeting was adjourned at 8:40 p.m.

Thomas Fischer, Mayor

Attest:

Christopher Heineman, City Administrator